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- 8 DEC 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : DD/P Staff T/O Submissions

REFERENCES : (Attached as Tabs)

Tab 1 - DD/P T/O Proposal

Tab 2 - Concurrence of Comptroller,
dated 27 November 1953

Tab 3 - Concurrence of Management Office,
dated 30 October 1953

1. Tab 1 contains T/O proposals reflecting minor organizational, classification, and T/O strength changes within the immediate Office of the Deputy Director (Plans) and Staff Offices. The net effect on position strength is the elimination of five vacant positions in the Office of the DD/P to conform to the currently authorized ceiling. The changes proposed may be summarized as follows:

A. Office of the DD/P

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Involves a reduction in number of positions from [] to [] by eliminating a GS-15 Deputy Executive Officer, a GS-13 Liaison Officer, a GS-11 Intelligence Officer, and two secretarial positions. No upgradings are requested.

B. Administrative Staff

Involves the elimination of the Reports and Analysis Division as such, and relocates the positions concerned under the Office of the Chief. It also calls for the elimination of a GS-15 position, and the addition of one clerical position, GS-5.

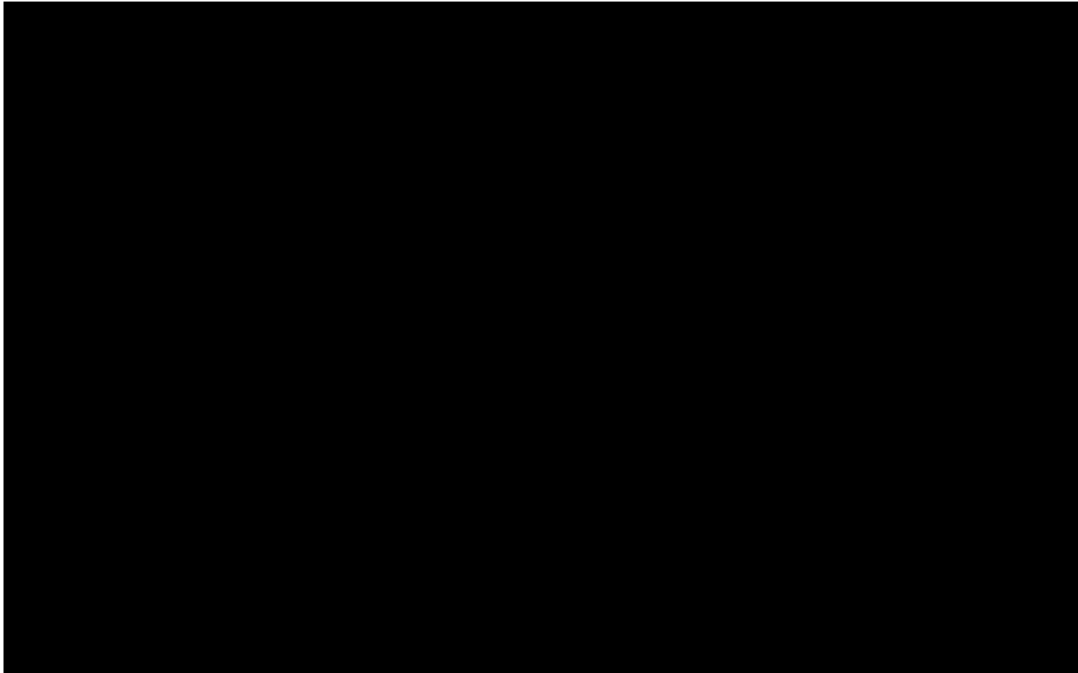
JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 33 NO CHANGE
IN CLASS/ DECLASS/ ICLASS CHANGED TO: TS S (C) RET. JUST. 22
NEXT REV DATE 8/5/79 REV DATE 8/5/79 REVIEWER 235932 TYPE DOC. 02
NO. PGS 16 CREATION DATE - ORG COMP 0320PL - ORG CLASS S
REV CLASS C REV COORD. - AUTH: HR 70-3

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Security Information

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3. In Tab 3, the Management Officer indicates concurrence in the proposed T/O adjustments. However, he calls attention to the fact that there are no published organization, mission or functional statements for the DD/P elements except those for the FI Staff. He recommends that the DD/P be urged to accelerate the publication of such statements for all components.

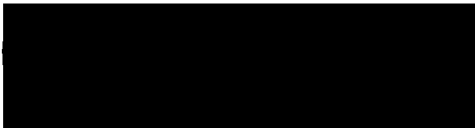
4. The Personnel Office concurs in the Management Officer's recommendation that approved organization, mission, and functions of the various DD/P components be published. This step will be of material assistance in establishing and maintaining proper classification structure, particularly in resolving many jurisdictional questions which continually arise as to functional and operational relationships.

5. The proposed position classifications have been reviewed by representatives of the Personnel Office and, on the basis of evaluation and comparison with similar positions within the Agency, are appropriate.

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6. It is recommended that the T/O proposals be approved.


Acting Personnel Director

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3 Enclosures:

- 1 - DD/P T/O Proposal (Tab 1)
- 2 - Concurrence of Comptroller,
dated 27 November 1953 (Tab 2)
- 3 - Concurrence of Management Office,
dated 30 October 1953 (Tab 3)

Action by Approving Authority

Date 10 Dec 53
Approved


Acting Deputy Director
(Administration)

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